

**Office of Court Administration**  
**At a Glance - Allowable Travel Costs**  
**Board Members, Committee Members, Judicial Officers, and**  
**the Chief Administrative Officer of a State Agency**

When traveling on official state business, OCA board members and committee members, judicial officers, and the OCA Administrative Director are entitled to reimbursement for the following:

Type of Expense	Special Provisions	Original Receipt Required
Public Transportation, Taxi fare	None	No
Public Transportation, Airfare	Use state contracts, unless not available	Yes
Public Transportation, Rental Car	None	Yes
Mileage	FY 2014 reimbursement rate = \$0.575 (effective 1/1/2015) (\$0.565 per mile (effective 9/1/13 – 12/31/14))	No
Meals, Overnight Travel	<p><b>Board and committee members</b> may be reimbursed for <b>actual</b> meal charges <b>up to</b> the amount allowed on <a href="https://fm.xcpa.state.tx.us/fm/travel/travelrates.php">https://fm.xcpa.state.tx.us/fm/travel/travelrates.php</a> for the travel location. If the location does not appear on the GSA website, then reimbursement is actual expense up to \$46 per day. *</p> <p><b>Judicial officers and the OCA Administrative Director</b> may be reimbursed for <b>actual</b> meal charges <b>up to</b> double the amount shown on the GSA website for the travel location or \$92 per day for in-state travel. **</p> <p>Under Texas law, gratuities and alcoholic beverages may not be reimbursed.</p>	No
Lodging  <i>Note: Limits on lodging rates do not include hotel taxes (see Incidental Expenses, below)</i>	<p><b>Board and committee members</b> may be reimbursed for <b>actual</b> lodging charges up to the amount allowed on <a href="https://fm.xcpa.state.tx.us/fm/travel/travelrates.php">https://fm.xcpa.state.tx.us/fm/travel/travelrates.php</a> for the travel location. If the travel location does not appear on the GSA site, then reimbursement is actual expense up to \$85 per day (in-state) or \$83 per day (out-of-state).*</p> <p><b>Judicial officers and the Chief Administrator of a State Agency</b> may be reimbursed for <b>actual</b> lodging charges <b>up to</b> \$170 per day for in-state travel (\$154 per day, out-of-state). **</p>	Yes  <b>Receipts must show the address for the lodging establishment; indicate payment paid; and show a zero balance due.</b>
Parking	None	No
Incidental Expenses	Hotel Taxes	Yes
	Rental Car Gasoline	Yes
	Toll Road Charges	No
Meals, Non-overnight Travel <i>(aka Partial Per Diem)</i>	<p>When OCA travel does not include an overnight stay, the following limits apply to meal charges:</p> <p><b>Board and committee members</b> may be reimbursed for actual meal charges up to \$36 per day. *</p> <p><b>Judicial officers</b> may be reimbursed for actual meal charges up to \$72 per day. **</p> <p>Under Texas law, gratuities and alcoholic beverages may not be reimbursed.</p> <p><b><u>Meals reimbursed under this provision are treated as compensation for tax purposes;</u></b> therefore, reimbursement requests must be processed on a travel form, separate from other expenses for which reimbursement is requested. The appropriate withholding and social security taxes will be deducted from the reimbursement amount.</p>	No

Out-of-state travel rates may vary. If you need to know these rates, please call OCA's Finance and Operations Division at (512) 463-1625.

\* In accordance with the 83<sup>rd</sup> Legislature, General Appropriations Act, Art. IX, Section 5.05.

\*\* 83<sup>rd</sup> Legislature, General Appropriations Act, Art. IX, Section 5.06 (Reference Govt Code, Sec. 660.203.)